



## EXTRAORDINARY PUBLISHED BY AUTHORITY

No. 258

Imphal, Thursday, February 8, 2024

(Magha 19, 1945)

### GOVERNMENT OF MANIPUR SECRETARIAT : LAW & LEGISLATIVE AFFAIRS DEPARTMENT

#### NOTIFICATION Imphal, February 2, 2024

No. 15/1/2021-MASLSA/L: In exercise of the powers conferred by section 28 of the Legal Services Authorities Act, 1987 (39 of 1987), the Government of Manipur hereby makes the following rules, with the concurrence of FD(PIC), Government of Manipur vide their U.O. No. 140/2023-2024/FD(PIC) dated 05/12/2023 and DP, Government of Manipur vide their U.O. No. 237/2023-2024/DP dated 31/01/2024, namely, -

#### THE MANIPUR STATE LEGAL SERVICES AUTHORITY (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2024

##### CHAPTER - I PRELIMINARY

- 1. Short title, extent and commencement** - (i) These Rules may be called the Manipur State Legal Services Authority (Recruitment and Conditions of Service) Rules, 2024.  
(ii) It shall apply to all Officers and Employees of the establishment of Manipur State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authorities (including Permanent Lok Adalat for Public Utility Services) and Sub-Divisional/Taluk Legal Services Committees.  
(iii) It shall come into force with effect from the date of its publication in the Official Gazette.

##### CHAPTER - II DEFINITIONS

- 2. Definitions-** (1) In these Rules, unless the context otherwise requires-
  - "Act" means the Legal Services Authorities Act, 1987 (No. 39 of 1987);
  - "Appointing Authority" means the Executive Chairman of the Manipur State Legal Services Authority or such other authority or officer as may be authorised by the Executive Chairman on his/her behalf;
  - "Audit Officer" means the internal Audit Officer of Manipur State Legal Services Authority;
  - "Chief Justice" means the Chief Justice of the High Court of Manipur;
  - "Departmental Promotion Committee" means a Departmental Promotion Committee constituted under these rules;
  - "District Legal Services Authority" means District Legal Services Authority constituted under Section 9 of the Act;
  - "Employee" means an employee of the Manipur State Legal Services Authority or an employee appointed by the Manipur State Legal Authority, High Court Legal Services Committee, District Legal Services Authorities, Sub-Divisional/ Taluk Legal Services Committees (*as and when established*), or an

employee holding any post in the services of Manipur State Legal Services Authority.

- (h) "Examination" means the competitive examination for recruitment conducted under these rules;
- (i) "Executive Chairman" means the Executive Chairman of Manipur State Legal Services Authority;
- (j) "Gazette" means the Manipur Gazette;
- (k) "Government" means the Government of Manipur;
- (l) "High Court" means the High Court of Manipur;
- (m) "High Court Legal Services Committee" means the High Court Legal Services Committee constituted under Section 8A of the Act;
- (n) "Member Secretary", "Additional Member Secretary" and "Deputy Member Secretary" means the Member Secretary, Additional Member Secretary and Deputy Member Secretary respectively of the Manipur State Legal Services Authority;
- (o) "Officer" means an officer of Manipur State Legal Services Authority appointed by Manipur State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authorities, Permanent Lok Adalat for Public Utility Services (*as and when established*), Sub-Divisional/Taluk Legal Services Committees (*as and when established*) or an officer holding post in the services of Manipur State Legal Services Authority.
- (p) "Other Backward Classes" means Other Backward Classes of citizens as specified by the State Government and as amended from time to time;
- (q) "Patron-in-Chief" means the Chief Justice of High Court of Manipur as stated in section 6(2) of the Act;
- (r) "Permanent Lok Adalat" means Permanent Lok Adalat for Public Utility Services to be established under sub-section (1) of Section 22B of the Act;
- (s) "Post" means the post of officers and employees as created/sanctioned by the State Government;
- (t) "Rules" means the Manipur State Legal Services Authority (Recruitment and Conditions of Service) Rules, 2024;
- (u) "Schedule" means the schedule appended to the Manipur State Legal Services Authority Rules, 1996 as framed by the State.
- (v) "Schedule Caste" means any caste, race or tribe or part of a group within any caste, race or tribe specified as Schedule Caste with respect to the State of Manipur under Article 341 of the Constitution of India
- (w) "Schedule Tribe" means any tribe, tribal community or part of or group within a tribe or tribal community specified as Schedule Tribe with respect to the State of Manipur under Article 342 of the Constitution of India;
- (x) "Service" means the service of Manipur State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authorities, Permanent

- Lok Adalats for Public Utility Services (*as and when established*), Sub-Divisional/Taluk Legal Services Committees (*as and when established*);
- (y) "State Authority" means Manipur State Legal Services Authority;
- (z) "Sub-Divisional/Taluk Legal Services Committee" means the Sub-Divisional/Taluk Legal Services Committee constituted under Section 11A of the Act (*as and when established*).
- (aa) "Under Secretary" means the Under Secretary of the Manipur State Legal Services Authority.
- (2) The words and expressions used but not defined in these rules shall have the same meaning assigned to them in the Act and Manipur State Legal Services Authority Rules, 1996 as amended from time to time.

### **CHAPTER - III CONDITIONS OF SERVICE**

#### **3. Scope and application –**

Without prejudice to the generality of the provisions contained in the Manipur Civil Services (General Conditions) Rules, 1961 or the Manipur State District Court Services Rules, 2014, these rules shall apply to every member of the Service.

#### **4. Constitution of the service –**

The service shall consist of the following persons, namely-

- (i) Persons who, at the time of commencement of these rules, are holding any post substantively as may be specified in the Schedule-II appended with this Rule;
- (ii) Persons recruited to the service before the commencement of these rules;
- (iii) Persons recruited to the service in accordance with the provisions of these rules.

#### **5. Classification, Scale of pay etc –**

The classification of service, scale of pay attached thereto and the number of posts included in the service, shall be as given in Schedule-II appended to this Rule.

Provided that the Government may, from time to time, add or reduce the number of posts included in the service either on a permanent basis or temporary basis in consultation with the Executive Chairman, Manipur State Legal Services Authority.

#### **6. Probation –**

- 1) All appointment to the Service by direct recruitment, shall be on probation for a period of two years.
  - 2) All appointment by promotion shall be on probation for a period of one year.
  - 3) The period of probation, as the case may be, for reasons to be recorded in writing, may be extended by the appointing authority by such period not exceeding the period of probation, as the case may be, specified in sub-rule (1) or (2).
  - 4) At the end of the period of probation or the extended period probation, as the case may be, the appointing authority shall consider the suitability of the person so appointed or promoted to hold the post to which he was appointed or promoted, and
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- (i) If it decides that he is suitable to hold the post to which he was appointed or promoted and has passed the examinations or tests, if any, required to be

passed during the period of probation, as the case may be, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed the period of probation, as the case may be; and such an order shall have effect from the date of expiry of the period of probation, including extended period, if any, as the case may be.

- (ii) If the appointing authority considers that the person is not suitable to hold the post to which he was appointed or promoted, as the case may be, he shall, by order –
  - (a) If he is demoted, revert him to the post which he held prior to his promotion.
  - (b) If he is a direct recruit, discharge him from service.
- 5) A person shall not be considered to have satisfactorily completed the period of probation, as the case may be, unless, a specific order to that effect is passed. Any delay in passing such an order shall not entitle the person to be deemed to have satisfactorily completed the period of probation, as the case may be.

**7. Discharge of probationer during the period of probation –**

- 1) Notwithstanding anything contained in Rule 6, the appointing authority may, at any time during the period of probation, discharge from service, a probationer on account of his unsuitability for the service.
- 2) An order under sub-rule (1) shall indicate the grounds for the discharge but no disciplinary enquiry shall be necessary.

**8. Increment during the period of probation –**

- 1) A probationer or promotee may draw the increments that fall due during the period of probation. He shall not, however, draw any increment after the expiry of the period of probation unless and until he is declared to have satisfactorily completed his probation, as the case may be.
- 2) When a probationer or promotee is declared to have satisfactorily completed his probation, as the case may be, he shall draw, as from the date such order takes effect, the pay he would have drawn had he been allowed the increments for the whole of his service from the date of his appointment on probation, as the case may be.
- 3) Notwithstanding anything contained in sub-rule (1) and (2) where validity of the appointment of any person –
  - (i) As probationer is questioned in any legal proceedings before court of law, the period of probation of such person shall continue until the final disposal of such proceedings.
  - (ii) As a promotee basis is questioned in any legal proceedings, before a court of law, the period of such promotee shall continue until the final disposal of such proceedings.

**9. Seniority –**

- 1) Seniority of an employee in a particular grade shall be fixed from the date of his/her substantive/regular appointment in the grade.
- 2) Seniority amongst direct recruits or promotes shall be as per the merit list prepared by the respective Selection Committee/ Board.
- 3) Inter se seniority between direct recruits and promotes shall be fixed according to the roster of their quota of the vacancies of a recruitment year. While preparing the roster, a promotee shall be placed first.
- 4) The decision of the Executive Chairman of Manipur State Legal Services Authority with regard to any dispute regarding inter-se seniority in the gradation list shall be final.

**10. Age of Superannuation -** The age of superannuation of a member of the service shall be the age specified by the Government of Manipur from time to time in respect to members of the State Civil Services.

**11. Retirement in public interest -** Notwithstanding anything contained in these rules or any other law, the Manipur State Legal Services Authority may, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any employee/officer of the service who has put in not less than twenty years of service or has attained the age of 50 years, by giving him notice of not less than three months in writing or three months pay and allowance in lieu of such notice.

**CHAPTER - IV**  
**RECRUITMENT**

**12. Recruitment to Class I, II & III posts –**

(1) **Qualifying year for promotion:** The qualifying years for promotion will be as provided under Rule 12 (2) & (3).

Proviso:- Where the eligible years for promotion is not specified, general qualifying year shall be 5 years.

(2) The recruitment to various Class I, II & III posts shall be made as follows –

<b>Sl. No.</b>	<b>Post</b>	<b>Method of Recruitment</b>
1.	Member Secretary	By deputation from the cadre of MJS Grade-I
2.	Secretary, High Court Legal Services Committee	By deputation from the cadre of MJS Grade-I
3.	Additional Member Secretary	By deputation from the cadre of MJS Grade-II
4.	Secretary, DLSAs	By deputation from the cadre of MJS Grade-II
5.	Dy. Member Secretary	By deputation from the cadre of MJS Grade-III
6.	Secretary, Taluk Legal Services Committee	By deputation from the cadre of MJS Grade-III
7.	Under Secretary	By promotion from Section Officer, Accounts Officer

8.	Section Officer	By promotion from amongst UDA/ Accountant who have passed Accounts Training, on the basis of Merit-cum-Seniority. Promotion can also be from Librarian having at least 10 years in service and who have passed Accounts Training.
9.	Accounts Officer	By promotion from Accountant, UDC/UDA or by deputation from other Govt. Departments.
10.	Project Officer	By direct recruitment/ or by promotion from Project Assistant.
11.	System Officer	By promotion from System Assistant, failing which, by way of direct recruitment through open recruitment examination or by deputation. Appointment by promotion in the cadre shall be made in the manner provided hereinafter:- (1) Promotion to any of the category of posts shall be made on grounds of merit and suitability, seniority being considered only where merit and suitability are approximately equal. (2) No personnel shall be considered for promotion unless he/she satisfactorily completes 5 (five) years of service in the cadre.
12.	Librarian	By direct recruitment
13.	Private Secretary to Executive Chairman (Stenographer Grade-I)	By promotion from amongst Personal Assistant on merit-cum-seniority and if ineligible, by direct recruitment.
14.	Accountant	By promotion from amongst LDA/ Office Assistant who have passed Accounts Training on the basis of Merit-cum-Seniority/ deputation from other departments.
15.	UDC/UDA	By promotion from amongst LDAs/Office Assistant on the basis of Merit-cum- Seniority.
16.	System Assistant	By direct recruitment.
17.	Personal Assistant (Stenographer Grade-II)	By promotion from amongst Stenographer Grade-III on the basis of Merit-cum-Seniority or by direct recruitment through open competition.
18.	Stenographer Grade-III	By direct recruitment through competitive examination.
19.	LDC cum Computer Operator/LDA/ Office Assistant	(i) By direct recruitment through competitive examinations, as may be prescribed by the appointing authority or by deputation of qualified person from other Departments/ District Courts. (ii) By promotion from amongst Class-IV employees to the extent of minimum 15% of the sanctioned post subject to suitability/fulfilment of eligibility criteria and passing of Departmental Examination.
20.	Project Assistant	By direct recruitment through competitive examination.

21.	Driver	By direct recruitment by way of Driving Skill Test followed by Viva-voce/interview
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(3) **Qualification for recruitment** – Academic qualification for direct recruitment or promotion or by way of deputation to the various posts shall be as follows:

Sl. No (1)	Post (2)	Qualification (3)
1.	Under Secretary	Must have served as Section Officer, Accounts Officer.
2.	Section Officer	<ul style="list-style-type: none"> <li>i) Must be a graduate</li> <li>ii) Must have served as UDA, Accountant and have passed Accounts Training</li> <li>iii) Must have sound legal knowledge or of the functioning of the legal services.</li> </ul>
3.	Accounts Officer	<p>Must have served as Accountant/UDC for at least 3 years. In case of direct recruitment or on deputation or re-engagement, preference will be given to those having knowledge of law or to the area of legal services, or possessing LLB degree.</p>
4.	Project Officer	<ul style="list-style-type: none"> <li>i) Master's Degree in Management/ Social Work/ LLM/ Sociology/ Economics.</li> <li>ii) Working/ functional knowledge of computers.</li> <li>iii) Minimum 2 years' experience in project planning and implementation, data surveys, computation of big data and project analysis.</li> <li>iv) Desirable: Law graduates, or having sound knowledge of law or of legal services.</li> </ul>
5.	System Officer	<ul style="list-style-type: none"> <li>i) MCA or B.E./B. Tech. in Computer Science/ IT or Masters Degree in Computer Science/IT, OR</li> <li>ii) B.E./B. Tech. (any branch) with at least 1 year relevant working experience or any Masters Degree with DCA and with at least 1 year relevant working experience, OR</li> <li>iii) BCA or B.Sc. in Computer Science/IT with at least 1 year relevant working experience or any graduate with DCA and with at least 3 years relevant working experience.</li> </ul> <p>Preference will be given to those having knowledge and experience in court related works using software development tools like ORACLE, SQL Server, Visual Basic, Java, ASP, Crystal Report including network and database administration.</p> <p>Desirable- Having sound legal knowledge or of legal services, and/ or also well versed in graphics, animation, copy and creative writing.</p>
6.	Librarian	<p><b>By direct recruitment:</b></p> <ul style="list-style-type: none"> <li>(i) Graduate of a recognised University.</li> <li>(ii) Degree in Library Science from recognised University/ Institute.</li> </ul> <p>Desirable- Having sound legal knowledge or of legal services or of the working of the Courts.</p>

7.	Private Secretary to Executive Chairman	<ul style="list-style-type: none"> <li>i) Must be a graduate from any recognised University.</li> <li>ii) Must have passed Short Hand examination in English from any recognised Board/Institute of Shorthand and Typewriting.</li> <li>iii) Must have working knowledge of computer</li> <li>iv) Must have served as PA for at least 3 years in case of promotee.</li> <li>v) In both the recruitment &amp; by promotion there will be skill test.</li> </ul> <p>For direct recruitment, preference will be given to those having knowledge of law or to the area of legal services, or law graduates with good communication and writing skills.</p>
8.	Accountant	<p>Essential qualification:</p> <ul style="list-style-type: none"> <li>i) Must be a graduate from any recognised University.</li> <li>ii) Must have passed Accounts Training from training centre of State Government.</li> </ul> <p>Desirable: Law graduate, or having sound legal knowledge or of legal services</p>
9.	UDC/UDA	<p>By promotion from the post of LDA/Office Assistant on the basis of merit -cum- seniority.</p>
10.	System Assistant	<ul style="list-style-type: none"> <li>i) MCA or B.E./B. Tech. in Computer Science/ IT or Masters Degree in Computer Science/IT, OR</li> <li>ii) B.E./B. Tech. (any branch) with at least 1 year relevant working experience or any Masters Degree with DCA and with at least 1 year relevant working experience, OR</li> <li>iii) BCA or B.Sc. in Computer Science/IT with at least 1 year relevant working experience or any graduate with DCA and with at least 1 year relevant working experience.</li> </ul> <p>Desirable - Having sound legal knowledge or of legal services, and/ or also well versed in graphics, animation, copy and creative writing.</p>
11.	Personal Assistant (Stenographer Grade – II)	<ul style="list-style-type: none"> <li>i) Must possess the minimum qualifications prescribed for Stenographer Grade-III.</li> <li>ii) Must have strong communication skills, and good writing skills</li> </ul> <p>Must have working knowledge of computer.</p>
12.	Stenographer Grade-III	<ul style="list-style-type: none"> <li>i) Must be a graduate from any recognised University.</li> <li>ii) Must have passed Short Hand examination in English from any recognised Board/ Institute.</li> </ul> <p>Desirable: Law graduate, or having sound legal knowledge or of legal services, and of creative writing and good communication skills.</p>
13.	LDC cum Computer Operator/ LDA/ Office Assistant	<p>Essential qualification:</p> <ul style="list-style-type: none"> <li>i) Must be a graduate from a recognised University or equivalent.</li> <li>ii) Must have computer certificate (3 months) from a recognised board/institute.</li> </ul> <p>Desirable:</p>

		<ul style="list-style-type: none"> <li>a) Law graduate, or having sound legal knowledge or of legal services.</li> <li>b) Graduate in Commerce or having knowledge of commerce and accounting</li> <li>c) Well versed in computer graphics and animation, creative and copy writing and data entry.</li> </ul>
14.	Project Assistant	<ul style="list-style-type: none"> <li>i) Must be a graduate from a recognised University or equivalent.</li> <li>ii) Must have computer certificate (6 months) from a recognised board/institute and well versed in MS Word, MS Excel, PowerPoint, graphics and animation, creative and copy writing and data entry. Desirable: Candidates with LLB degree/MBA/BSW.</li> </ul>
15.	Driver	<ul style="list-style-type: none"> <li>i) Matriculation or any equivalent certificate from any recognised Board or Institution in India.</li> <li>ii) Must have 3 (three) years driving experience.</li> <li>iii) Must possess a valid driving license. Desirable:  <ul style="list-style-type: none"> <li>(a) Must have experienced in a recognised Motor Workshop.</li> <li>(b) Experience of driving heavy vehicles, experience of driving official vehicles.</li> </ul> </li> </ul>
16.	Duftry/ Process Server/ Peon/ MTS/ Farrash/ Chowkidar/ Sweeper	<p>Matriculation or any equivalent certificate from any recognised Board or Institution in India. Desirable: Speaking knowledge of Manipuri, English &amp; Hindi</p>

**13. Recruitment to Class IV posts -**

(1) The recruitment to the various Class IV posts shall be made as follows:-

Sl. No.	Post	Method of Recruitment
i.	Peon, Farrash, Chowkidar, Sweeper, MTS	By direct recruitment.
ii.	Duftry/Process Server	<p>By promotion from amongst the Peon, Farrash, Chowkidar, Sweeper and MTS with 5 (five) years of regular service in the grade.</p> <p>Promotion shall be made on the basis of seniority -cum- merit.</p>
(2) Qualification –	Peon, Farrash, Chowkidar, Sweeper and MTS	must have passed Matriculation or any equivalent examination from any recognised Board or Institution in India.
(3) Criteria for promotion to Class III Posts –	The appointing authority shall make selection taking into consideration the service record, educational qualifications, conduct and character of the candidates, and merit cum seniority.	

**14. Recruitment Committee-**

- (1) **Selection Committee** - "Selection Committee" shall be constituted by the Executive Chairman of the Manipur State Legal Services Authority consisting of 2(two) Chairpersons of District Legal Services Authority and Member Secretary/Addl. Member Secretary/Deputy Member Secretary for direct recruitment to all categories of posts of Manipur State Legal Services Authority. Provided that the Executive Chairman of the Manipur State Legal Services Authority may include one or more members as it may deem fit and necessary.
- (2) **Departmental Promotion Committee** - For recruitment by way of promotion, there shall be a "Departmental Promotional Committee". The "Departmental Promotional Committee" shall be constituted by the Executive Chairman of the Manipur State Legal Services Authority and shall consists of (i) Member Secretary (ii) Addl. Member Secretary (iii) Deputy Member Secretary & any person nominated by the Executive Chairman, which shall not be more than 5 (five) in total. The "Departmental Promotional Committee", shall be constituted by the Executive Chairman as and when the need arises, and the members of the Committee shall be so determined accordingly.
- (3) **Special Selection Committee** - The Executive Chairman of the Manipur State Legal Services Authority shall constitute a "Special Selection Committee" for recruitment by way of deputation or any other special circumstances.

**15. Procedure of recruitment –** Subject to the provisions of these rules, recruitment to any category of post in the service shall be made as under -

**(1) Direct recruitment-**

- a) The Appointing Authority may intimate the Selection Committee in the month of January every year the number of vacancies existing and likely to occur during the year in different category of post (cadres). The Selection Committee shall invite applications through the Manipur State Legal Services Authority by giving adequate publicity indicating the total number of vacancies notified for recruitment and the number of vacancies reserved for different reserved categories.
- b) Subject to Rules 20 to 23, direct recruitment shall be made from amongst the select list of candidates as prepared under Rule 22, who have qualified by obtaining the percentage of marks prescribed under Rule 20 and/ or Rule 21.

**(2) Promotion –** Subject to Rules 20 to 23, contained hereinafter, recruitment by promotion shall be as follows-

- a) In the case of recruitment by promotion, the Member Secretary shall place before the Executive Chairman the vacancies which are to occur in the posts, or the eligibility or the aggregate number of eligible employees who can be promoted. Accordingly, the Departmental Promotional Committee shall be so constituted.
- b) For promotion, the Departmental Promotion Committee shall select from the eligible candidates on the basis of seniority-cum-merit, that is seniority subject to fitness of the candidate to discharge the duties of the post.

- c) The Committee shall hold Departmental Examination for Posts for which such examination is prescribed in these Rules, at least once in a year and prepare a selection list according to merit and place it for approval before the Executive Chairman. The Committee shall also consider eligibility and suitability for promotion of other promotional posts for persons in the feeder categories and prepare a select list and place it for approval before the Executive Chairman.
- d) Departmental examination shall be held for the post of LDA/Office Assistant with the eligibility criteria that the candidate should have completed five years qualified service as Class IV employee (including service rendered as a contingent employee). The departmental exam shall consist of qualifying exam and interview in the same manner as specified hereunder for the direct recruitment.
- e) Departmental examination for the post of Grade IV and Drivers shall be conducted with the eligibility criteria specified for the respective posts. The departmental exam shall consist of personal interview and skill test as specified for the respective posts by direct recruitment.

**(3) Recruitment by deputation** - Subject to Rules 20 to 23, contained hereinafter, recruitment by deputation shall be as follows-

- a) In case recruitment is to be done by deputation, the specially constituted Selection Committee shall frame specific modalities for holding the recruitment, as per the requirements of the post, with the approval of the Executive Chairman; and publish the same in the MASLSA website also.
- b) The Selection Committee shall, then, invite applications by giving adequate publicity indicating the total number of vacancies notified for recruitment, qualifications, terms of service, mode of examination and all other necessary particulars as may be framed by the Selection Committee under Sub-Rule (a).

## **CHAPTER - V** **APPOINTMENT**

### **16. Appointing Authority**

- (1) The power of appointment by direct recruitment or by promotion or by deputation to –
  - a) All Class I, II, III & IV posts shall vest in the Member Secretary or such other person as may be authorised by the Executive Chairman of Manipur State Legal Services Authority.
  - b) All contractual posts shall vest in the Member Secretary or such other persons as may be specified by the Executive Chairman.
- (2) The procedure and curriculum for holding examination for selection of the candidates shall be prescribed by the appointing authority or as per Schedule-I enclosed, or it may be fixed by the Executive Chairman for such category of posts as per the particular requirements and exigencies of time.

Provided that in the absence thereof and unless and otherwise specifically provided in these rules, the general rules as are prescribed by the State Government in this regard, shall be applicable.

**17. Disqualification for appointment—**

- I. No person shall be eligible for appointment unless he is a citizen of India.
- II. No man who has more than one wife living and no woman who has married a man already having another wife, shall be eligible for appointment.
- III. No person who attempts to obtain extraneous support by any means for his candidature from official or non-officials, shall be eligible for appointment.
- IV. No person shall be eligible for appointment if he or she –
  - (a) is proved or has proved to be a member, or has associated himself or herself with anybody or association after such body or association is declared as an unlawful body or association;
  - (b) is proved to have participated in or is proved to be associated with any activity or programme –
    - (i) aimed at subversion of the Constitution of India;
    - (ii) aimed at organized breach of defiance of law involving violence;
    - (iii) which is prejudicial to the interests of the sovereignty and integrity of India or the security of the State; or
    - (iv) which promotes, on grounds of religion, race, language, caste or community, feelings of amenity or hatred between different sections of the people; or
  - (c) is dismissed from service under the Government of India or any State Government or any High Court.
  - (d) is or has been debarred or disqualified by the Union or any State Public Service Commission or any High Court from appearing for any examination or selection conducted by it; and
  - (e) is or has been convicted of an offence involving moral turpitude.
  - (f) fails to produce necessary police and medical verification certificate from the concerned police station or office of Chief Medical Officer.
  - (g) is not found by the appointing authority upon such inquiry as may be considered necessary, to be suitable in any respect for appointment to any of the posts.

**18. Age limit for appointment –**

Maximum age for direct recruitment shall be 38 (thirty-eight) years and minimum age shall be 18(eighteen) years on the last date of the receipt of the application. Maximum age relaxable by 5 (five) years in case of candidates belonging to Schedule Castes/Schedule Tribes and by 3(three) years in case of candidates belonging to Other Backward Classes.

Provided that the upper age limit may be relaxed by the Executive Chairman Manipur State Legal Services Authority from time to time for employees of MASLSA, employees appointed by the Govt. of Manipur and other government servants on such conditions as may be specified.

**19. Provision for reservation of appointments** - Appointments to the services/posts made by any method of recruitment shall be subject to the Acts and Rules/Orders regarding special representation in the services/posts for Scheduled Castes/Scheduled Tribes/OBCs/ PWD and other categories as enacted and issued by the Government of Manipur from time to time.

**20. Eligibility of candidates for the interview** – Subject to the provisions contained in Rule 27-

(1) For the purpose of selection of candidates for interview, the Selection Committee, Departmental Promotion Committee or the Special Selection Committee as the case may be, shall prepare a list of names of candidates who have secured the qualifying marks in the qualifying examination in the order of merit and if two or more candidates have secured equal percentage of total marks in the qualifying examination, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person older in age being placed higher in the order of merit. From amongst the candidates whose names are included in the select list, such numbers of candidates equal to or not more than five times the number of vacancy notified shall be eligible for the interview.

Provided that in case for direct recruitment for Grade IV posts, the qualifying examination may be dispensed with or the Executive Chairman may fix such suitable qualifying examination for the posts to be appointed to.

Provided further that the qualifying exam for direct recruitment for the post of drivers shall be skill test as may be specified from time to time by the Executive Chairman.

Further, it is also clarified that in case qualifying exams are to be dispensed with, the Executive Chairman shall specify the criteria to be adopted for preparing the list of eligible candidates for interview under Rule 21, from time to time and communicate the same to the Recruitment Committee (s) before advertisements are issued for recruitment.

(2) Where posts are reserved for Scheduled Caste, Scheduled Tribes, Other Backward Classes, PWD or others a list of the candidates, Candidates belonging to such reserved categories who have secured the qualifying marks in the qualifying examination and extent of not more than five times of number of reserved vacancy notified shall be eligible for the interview.

(3) For the purpose of this rule -

(a) "Qualifying Examination" means the examination or examinations prescribed as the minimum qualification required for appointment in the rules of recruitment to the cadre concerned.

(b) Where the qualifying examination consists of more than one examination the percentage of total marks secured in the qualifying examination shall be the average of the percentage of total marks secured in those examinations.

**21. Interview** – The Selection Committee, Departmental Promotion Committee or the Special Selection Committee as the case may be shall interview the eligible candidates selected under Rule 20 or such other list of eligible candidates as prepared by the

Recruitment Committee (s) where qualifying examination has been dispensed with under Rule 20, and award marks on the basis of their performance in the interview. The object of such interview is to assess the suitability of the candidates for appointment to the cadre or post applied for by them and their calibre including intellectual and social traits of personality.

**22. List of selected candidates –**

- 1) The Selection Committee, Departmental Promotion Committee or the Special Selection Committee as the case may be, shall on the basis of the aggregate of the percentage of the total marks secured in the qualifying examination as determined under Rule 20 and/ or of the marks secured at the interview under Rule 21 in cases when qualifying examinations has been dispensed with and taking into consideration the orders in force relating to reservation of posts for Scheduled Caste, Scheduled Tribes, Other Backward Classes and others prepare in the order of merit a list candidates eligible for appointment to the category of post and if the aggregate of the percentage of total marks secured in the qualifying examination as determined under Rule 20 and/ or of the marks secured at the interview under Rule 21 of two or more candidates is equal, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit. The number of names of candidates to be included in such list shall be equal to the number of vacancies notified for recruitment.
- 2) The Selection Committee, Departmental Promotion Committee or the Special Selection Committee as the case may be, shall in accordance with the provisions of sub-rule (1) also prepare an additional list of names of candidates no included in the list prepared under sub-rule (1) in which the number of candidates to be included shall, as far as possible, be ten percent of the number of vacancies notified.
- 3) The Departmental Promotion Committee shall intimate the list of candidates who are recommended for promotion on the basis of seniority -cum- merit as per Rule 15(2)(b) to the Appointing Authority.
- 4) The list so prepared under sub-rules (1) and (2) shall be published as soon as practicable in such manner as the Selection Committee may direct.

**23. Appointment of candidates –**

- 1) Subject to rules 25 and 26, candidates whose names are included in the list prepared under sub-rule (1) and published under sub-rule (4) or recommended under sub-rule (3) of the Rule 22 may be appointed by the appointing authority in the vacancies in the particular cadre in the order in which the names are found in the list after satisfying itself after such enquiry as may be considered necessary that each such candidate is suitable in all respects for appointment to a post in the cadre. Candidates whose names are included in the list prepared under sub-rule (2) and published under sub-rule (4) of Rule 22 may be similarly appointed after the candidates whose names are included in the list prepared under sub-rule (1) of Rule 22 have been appointed.
- 2) The inclusion of the names of a candidate in any list published under sub-rule (1) shall not confer any right of appointment.

**24. Duration of operation of the lists -** The lists of names of candidates published by the Selection Committee under Rule 23 in respect of any cadre shall cease to be operative as

from the date of publication of a list prepared in respect of such cadre on the basis of the next selection.

**25. Conditions relating to suitability and certificates of Character** - No person shall be appointed unless the appointing authority is satisfied that he is of good character and is in all respects suitable for appointment to the Service. Every candidate selected for direct recruitment shall furnish to the appointing authority certificates given not more than six months prior to the date of his selection, by two respectable persons unconnected with his school, college or university, and not related to him, testifying to his character, in addition to the certificate or certificates which may be required to be furnished from the educational institution last attended by the candidate. If any doubt arises regarding the suitability of a candidate for appointment the decision of the Executive Chairman shall be final.

**26. Conditions relating to Physical Fitness –**

- 1) No candidate selected for appointment shall be appointed to any post unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform. Manipur State Legal Services Authority may by order prescribe the physical standards required to be satisfied by a person for appointment and specify the medical fitness and provide for such other incidental matters as may be necessary. The opinion of the Medical Authority, regarding the physical fitness or otherwise of the candidate shall be binding on the candidates.
- 2) A candidate selected for appointment who fails to appear before the Medical Authority specified by the Manipur State Legal Services Authority under sub-rule (1) shall be given one more opportunity to appear before such authority. If the candidate fails to appear before the Medical Authority even on the second occasion, his name shall be deleted from the list of selected candidates and he shall cease to be eligible for appointment.
- 3) The appointing authority may, in the case of persons appointed temporarily in contingency, dispense with production of the certificate under sub-rule (1).

**27. Fees –**

Every candidate for direct recruitment to any category of post may be required to pay such fees, as may be specified:

- (i) By the Recruitment Committee (s) in respect of his application; and
- (ii) By the Manipur State Legal Services Authority, in respect of his medical examination;

Provided that in the case of a candidate belonging to a Scheduled Caste or a Scheduled Tribe or a Other Backward Classes the fees payable shall be one half of the fee specified under this rule.

**28. Joining time for appointment –**

- 1) A candidate appointed by direct recruitment, or on deputation shall assume charge of the post specified by the appointing authority as soon as possible after

the date of the order of appointment, but not later than forty-five days from that date.

Explanation – for the purpose of this sub-rule “the date of the order of appointment” means the date of dispatch of the order of appointment by registered post of the address given by the candidate.

- 2) Notwithstanding anything contained in sub-rule (1), the appointing authority may, on the application of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time but not exceeding fifteen days as it may deem necessary.
- 3) The name of the candidate who fails to assume charge of the post within the time specified in sub-rule (1) or within the further time granted under sub-rule (2) shall stand deleted from the list of selected candidates and the candidate concerned shall cease to be eligible for appointment.

## CHAPTER – VI

### CONTROL AND DISCIPLINCE

#### **29. Suspension:**

- 1) The Appointing Authority or any authority to which it is subordinate or the Disciplinary Authority or any other authority empowered in that behalf by the Hon'ble Executive Chairman, by general or special order, may place an employee under suspension –
  - (i) where a disciplinary proceeding against him is contemplated or is pending; or
  - (ii) where, in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the security of the State; or
  - (iii) where a case against him in respect of any criminal offence is under investigation, Inquiry or trial
- 2) An employee shall be deemed to have been placed under suspension by an order of Appointing Authority:
  - (i) with effect from the date of his detention, if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours;
  - (ii) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of Imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsory retired consequent to such conviction.

EXPLANATION - the period of forty-eight hours referred to in Clause (1) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- 3) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further Inquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in

force, on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

- 4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the Disciplinary Authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the an employee shall be deemed to have been place under suspension by the Appointing Authority from the date of the original order of dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders: Provided that no such further inquiry shall be ordered unless it is intended to meet a situation where the Court has passed an order purely on technical grounds without going to the merits of the case.
- 5) (a) Any order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so,  
(b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceeding or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.  
(c) An order of suspension made or deemed to have been made under this rule may at any time be modified or revoked by the retain authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

**30. Penalties** - As per the provisions of Central Civil Services (Classification, Control and Appeal) Rules [CCS(CCA) Rules] except for Judicial Officers in the service in which case, MJS Rules, 2005 shall apply.

**31. Disciplinary Authorities** -The appointing authority may impose any of the penalties as per rule 30 on any member of the service.

## CHAPTER - VII CONDUCT

**32. General:**

- (i) Every employee of the Legal Services Institutions shall at all times maintain absolute integrity and devotion to duty.
- (ii) No employees of the Legal Services Institutions shall be in a manner prejudicial to discipline and good order in the office.

**33. Absence from duty:**

- (i) Every employee of the Legal Services Institutions shall be punctual in attendance and shall not absent himself from duty without previous permission except as provided under Sub. Rule (ii).

- (ii) In case of absence due to sudden illness or some other unforeseen circumstances beyond his control, the employee shall give information thereof to the office without delay.
- (iii) All applications for leave for more than three days on grounds of ill-health shall be supported by a medical certificate from a registered medical practitioner, provided that the concerned employee may be called upon to produce a medical certificate from his authorised medical attendant or the Civil Surgeon.

**34. Arrests on a criminal charge:**

It shall be the duty of the employees of Legal Services Institutions who has been arrested on criminal charge made or a proceeding taken against him in connection with his position as an employee of Legal Services Institutions or otherwise which is likely to embarrass him in the discharge of his duties or which involves moral turpitude, to intimate the fact of his arrest and the circumstances connected therewith, to the Member Secretary promptly in writing even though he might have subsequently been released on bail. Failure on the part of the employee concerned to so inform will be regarded as suppression of material information and will render him liable to disciplinary action on this ground alone, apart from any action that may be taken against him on the conclusion of the case against him.

**35. Property of Legal Services Institutions:**

No person employed in the Legal Services Institutions shall take out any article or property belonging to Legal Services Institutions outside the office premises without the express permission of the Member Secretary.

**CHAPTER – VIII**  
**MISCELLANEOUS**

**36. Training etc. -**

- (i) Every person appointed by direct recruitment to the service shall, undergo such training as may, from time to time, be specified by the Manipur State Legal Services Authority
- (ii) Every member of the Service shall be given such periodical training as the Manipur State Legal Services Authority may, from time to time specify.
- (iii) Every member of the service shall pass such tests or examinations and within such time as the Manipur State Legal Services Authority may, from time to time specify.

**37. Change of cadre –**

- 1) Stenographers, LDAs, UDAs and Personal Assistants who have put in such number of years of service as may be specified by the Manipur State Legal Services Authority, may be permitted by the appointing authority to change their cadre to a cadre of equivalent grade on the clerical or ministerial side.
- 2) Change of cadre once permitted shall be final.

**38. Transfer of ministerial staff and officers -** There shall be a transfer committee consisting of Member Secretary and 2 (two) Chairpersons of District Legal Services Authority to be constituted by the Executive Chairman of the Manipur State Legal

Services Authority to consider and propose transfer of officers and employees of Manipur State Legal Services Authority. The committee shall sit at regular intervals to review posting and placement of the officers and staff who have remained at one station for more than 2 (two) years.

- (i) The Member Secretary, Manipur State Legal Services Authority will chair the meeting of the committee.
- (ii) Transfer order shall be issued by the Member Secretary, Manipur State Legal Services Authority after considering the recommendations of the committee.

**39. Superintendence and Control –** All Officers and Employees shall be subject to superintendence and control of the Executive Chairman of the State Authority or of any person by general or special order authorised by the Executive Chairman.

**40. Extension beyond the age of superannuation -** Ordinarily, extension in Services to any Officer or Employee would not be granted. However, the Patron-in-Chief, may, in exceptional cases and in the interest of public interest, grant extension beyond the age of superannuation to any Officer and Employee for one year subject to physical fitness and outstanding quality of work.

**41. Power of Relaxation-** Where the Chief Justice, High Court of Manipur -cum- Patron-in-Chief, MASLSA is satisfied that operation of any of these rules causes undue hardship in any particular case, he may, by order, for reasons to be recorded in writing, dispense with or relax the particular rule to such extent and subject to such exceptions and conditions, as may be deemed necessary.

Provided that as and when any such relaxation or right is granted/ exercised by the Chief Justice, High Court of Manipur -cum- Patron-in-Chief, MASLSA, the State Government shall be informed of the same.

**42. Residuary Provision –**

The conditions of service of the members of the service for which no express provisions is made in these rules shall be determined by the laws, rules and orders for the time being applicable to members of the State Civil Services in the State of Manipur, holding equivalent grade posts.

Provided that any rules other than those referred to above applicable to members of the service immediately prior to the commencement of these rules shall continue to apply to them.

**43. Removal of doubts-**

If any doubt arises relating to the interpretation of these rules, the decision of the Executive Chairman shall be final.

NUNGSHITOMBI ATHOKPAM,  
Commissioner (Law),  
Government of Manipur.

## SCHEDULE - I

[Rule 16(2)]

### PROCEDURE AND SCHEME OF EXAMINATIONS

#### 1. PRIVATE SECRETARY (STENOGRAPHER GRADE - I)

##### A. by Direct Recruitment:

(i)	(a) Preliminary Examination	-	100 marks
	(b) Main Examination	-	150 marks
	(c) Viva Voce/Interview	-	30 marks
		<b>Total</b>	<b>180 marks</b>
	(d) Selection of candidates will be on the basis of the overall marks obtained in the Main Examination and Viva Voce/Interview.		
(ii)	<b>Preliminary Examination</b>	-	<b>100 marks</b>
	(a) General English	-	50 marks
	Cut-off/Pass marks	-	20 marks
	(b) Duration of the Examination	-	60 minutes
	(c) Stenography Skill Test <i>(Minimum speed 60 w.p.m. in shorthand)</i>	-	50 marks
	(d) Only those candidates who qualify in the Preliminary Examination shall be eligible to appear in the Main Examination.		
(iii)	<b>Main Examination</b>	-	<b>150 marks</b>
	(a) Computer Typing Test <i>(Minimum speed of 50 w.p.m. on Computer)</i>	-	40 marks
	(b) Only those candidates who qualify in Computer Typing Test will be eligible to appear in Stenography Skill Test.		
	(c) Stenography Skill Test <i>(Minimum speed of 100 w.p.m. in short hand)</i>	-	80 marks
	(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Main Examination.		
(iv)	Viva Voce/Interview	-	30 marks

##### B. by Promotion

(i)	ACR weightage	-	50 marks
(ii)	Stenography Skill Test <i>(Minimum speed of 100 w.p.m. in shorthand)</i>	-	30 marks
(iii)	Viva Voce/ Interview	-	20 marks
		<b>Total</b>	<b>100 marks</b>

## 2. PERSONAL ASSISTANT (STENOGRAPHER GRADE-II)

### A. by Direct Recruitment:

(i)	(a) Preliminary Examination	-	100 marks
	(b) Main Examination	-	150 marks
	(c) Viva Voce/Interview	-	30 marks
		<b>Total</b>	<b>180 marks</b>
	(d) Selection of candidates will be on the basis of the overall marks obtained in the Main Examination and Viva Voce/Interview.		
(ii)	<b>Preliminary Examination</b>	-	<b>100 marks</b>
	(a) General English	-	50 marks
	Cut-off/Pass marks	-	20 marks
	(b) Duration of the Examination	-	60 minutes
	(c) Stenography Skill Test <i>(Minimum speed 50 w.p.m. in shorthand)</i>	-	50 marks
	(d) Only those candidates who qualify in the Preliminary Examination shall be eligible to appear in the Main Examination.		
(iii)	<b>Main Examination</b>	-	<b>150 marks</b>
	(a) Computer Typing Test <i>(Minimum speed of 40 w.p.m. on Computer)</i>	-	40 marks
	(b) Only those candidates who qualify in Computer Typing Test will be eligible to appear in Stenography Skill Test.		
	(c) Stenography Skill Test <i>(Minimum speed of 80 w.p.m. in short hand)</i>	-	80 marks
	(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Main Examination.		
(iv)	Viva Voce/Interview	-	30 marks

### B. by Promotion

(i)	ACR weightage	-	50 marks
(ii)	Stenography Skill Test <i>(Minimum speed of 80 w.p.m. in shorthand)</i>	-	30 marks
(iii)	Viva Voce/ Interview	-	20 marks
		<b>Total</b>	<b>100 marks</b>

## 3. STENOGRAPHER GRADE – III

### A. by Direct Recruitment:

(i)	(a) Preliminary Examination	-	100 marks
	(b) Main Examination	-	150 marks
	(c) Viva Voce/Interview	-	30 marks
		<b>Total</b>	<b>180 marks</b>

(d) Selection of candidates will be on the basis of the overall marks obtained in the Main Examination and Viva Voce/Interview.

(ii)	<b>Preliminary Examination</b>	-	<b>100 marks</b>
	(a) General English	-	50 marks
	- Cut-off/Pass marks	-	20 marks
	(b) Duration of the Examination	-	60 minutes
	(c) Stenography Skill Test <i>(Minimum speed 50 w.p.m. in shorthand)</i>	-	50 marks
	(d) Only those candidates who qualify in the Preliminary Examination shall be eligible to appear in the Main Examination.		
(iii)	<b>Main Examination</b>	-	<b>150 marks</b>
	(a) Computer Typing Test <i>(Minimum speed of 40 w.p.m. on Computer)</i>	-	40 marks
	(b) Only those candidates who qualify in Computer Typing Test will be eligible to appear in Stenography Skill Test.		
	(c) Stenography Skill Test <i>(Minimum speed of 60 w.p.m. in short hand)</i>	-	80 marks
	(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Main Examination.		
(iv)	Viva Voce/Interview	-	30 marks

#### **4. LDC/LDA/OFFICE ASSISTANT**

(i)	(a) Written Examination	-	150 marks
	(b) Computer Skill/Typing Test	-	20 marks
	(c) Viva Voce/Interview	-	30 marks
	<b>Total</b>	-	<b>200 marks</b>
	(d) Selection of candidates will be on the basis of the overall marks obtained in the above three tests.		
(ii)	<b>Written Examination</b>	-	<b>150 marks</b>
	(a) General English	-	50 marks
	(b) General Awareness <i>(50 multiple choice question)</i>	-	50 marks
	(c) Quantitative/Qualitative Aptitude <i>(50 multiple choice question)</i>	-	50 marks
	(d) Cut-off/Pass marks <i>(in aggregate)</i>	-	60 marks
	(e) Duration of the Examination	-	3 hours
	(f) Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination.		
(iii)	<b>Computer Typing Test/Skill Test</b>	-	<b>20 marks</b>

(a)	Computer Typing Test for 5 minutes <i>(For those candidates who are shortlisted in the Written Examination)</i>	-	10 marks
(b)	Minimum net Typing speed	-	35 w.p.m.
(c)	Computer Skill Test on MS Word/Excel/ PowerPoint	-	10 marks
(iv)	<b>Viva Voce/Interview</b>	-	<b>30 marks</b>

Only those candidates who qualify in the Computer Typing/Skill Test will be called for viva-voce/interview.

#### **5. DRIVER**

(i)	(a) Skill Test:		
	Written	-	40 marks
	Practical	-	60 marks
	(b) Viva Voce/ Interview	-	30 marks
		<b>Total</b>	<b>130 marks</b>
	(c) Selection of candidates will be on the basis of the overall marks obtained in the above three tests.		
(ii)	<b>Written Test</b>	-	<b>40 marks</b>
	(a) Road Sign Test	-	20 marks
	(b) Identification of parts	-	20 marks
	(c) Cut-off/ Pass Marks (In aggregate)	-	20 marks
	(d) Duration of the Examination	-	30 minutes
(iii)	<b>Practical Test</b>	-	<b>60 marks</b>
	(a) Reversing & Garaging	-	30 marks
	(b) Road Test	-	30 marks
	(c) Cut-off/ Pass marks (In aggregate)	-	30 marks
	(d) Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted on the merit of the Skill Test.		
(iv)	<b>Viva Voce/Interview</b>	-	<b>30 marks.</b>

#### **6. SYSTEM OFFICER & SYSTEM ASSISTANT**

(i)	Written Examination	:	140 marks
(ii)	Practical Examination	:	30 marks

(iv) Viva Voce	:	30 marks
<b>Total</b>	:	<b>200 marks</b>

**Syllabus of Written Examination**

Section	Subjects	Syllabus	Marks
I	English	This Section will test the proficiency in English language and will be of the 12 <sup>th</sup> Standard	20
II	Quantitative aptitude & Reasoning	This section will test the speed, reasoning, intelligence and accuracy of the candidate	30
III	General Knowledge & Current Affairs	This section will test the general intelligence along with matters of national & international Affairs	20
IV	Professional Knowledge	This section will test the information Technology skills viz Computer Programming, Computer Networks, Computer Hardware, DBMS related knowledge of the candidate. Troubleshooting on Operating System of Linux (Suse, Ubuntu, Windows). Configuring the networking components	70

## 7. PROJECT OFFICER

### WRITTEN EXAMINATION AND VIVA-VOCE

Sl. No.	Subject	Full Marks & Pass Marks
1.	General English, Précis Writing, Drafting	100 marks
2.	General Knowledge and Aptitude Test	100 marks
3.	Professional knowledge	100 marks
	Cut-off marks (In-aggregate)	40% of written marks
4.	Interview/Viva-voce	50 marks

## 8. PROJECT ASSISTANT

### (A) WRITTEN, COMPUTER SKILL TEST AND VIVA-VOCE

Sl. No.	Subject	Full Marks & Pass Marks
1.	General English, Précis Writing, Drafting & Essays	100 marks
2.	General Knowledge and Aptitude test	100 marks
	Cut-off marks (In-aggregate)	40% of written marks

3.	Computer Skill Test/Typing test (Computer Skill Test on MS Word, MS Excel & MS Powerpoint) Typing Speed: Minimum 40 words per minute	50 marks
4.	Interview	50 marks

## 9. LIBRARIAN

### (A) WRITTEN AND VIVA VOCE TESTS

Sl. No.	Subject	Full Marks & Pass Marks
1.	General English, Précis Writing, Drafting	100 marks
2.	General Knowledge and Aptitude test	100 marks
3.	Professional knowledge	100 marks
	Cut-off marks	40% of written marks
4.	Interview	50 marks

## 10. PEON/ MTS/ FARRASH/ CHOWKIDAR/ SWEEPER

(i) **Personality Assessment Test** - **100 marks**

(Personal Interaction to access Personality, knowledge of language specially Manipuri, Hindi, English, Integrity, Sincerity and Dedication)

Select list will be prepared on the basis of the marks obtained in Viva Voce/ Interview.

**SCHEDULE – II**  
[Rule 5]

**CADRE, POSTS & PAY SCALE OF MASLSA/HCLSC/DLSAs/TLSCs**

**A – MANIPUR STATE LEGAL SERVICES AUTHORITY**

<b>Sl. No.</b>	<b>Name of Post..</b>	<b>Scale of Pay</b>	<b>No. of Post</b>
1.	Member Secretary	51550-1230-58930-1380-63070	1
2.	Addl. Member Secretary	39550-920-40450-1080-49090-1230-54010	1
3.	Deputy Member Secretary	27700-770-33090-920-40450-1080-44770	1
4.	Under Secretary	9300-34800 + 5400 (Level -12)	1
5.	Section Officer	9300-34800 + 4400 (Level - 9)	3
6.	Accounts Officer	9300-34800 + 4300 (Level - 8)	1
7.	Project Officer	9300-34800 + 4300 (Level - 8)	2
8.	Private Secretary to Executive Chairman (Stenographer Grade – I)	9300-34800 + 4200 (Level - 7)	1
9.	System Officer	9300-34800 + 4200 (Level - 7)	2
10.	Librarian	9300-34800 + 4200 (Level - 7)	1
11.	Accountant	5200-20200 + 2400 (Level - 5)	2
12.	UDA	5200-20200 + 2400 (Level - 5)	5
13.	System Assistant	5200-20200 + 2400 (Level - 5)	3
14.	Personal Assistant (Stenographer Grade-II)	5200-20200 + 2400 (Level - 5)	1
15.	Stenographer Grade - III	5200-20200 + 2000 (Level - 4)	2
16.	LDA/ Office Assistant	5200-20200 + 2000 (Level - 4)	7
17.	Project Assistant	5200-20200 + 2000 (Level - 4)	2
18.	Driver	5200-20200 + 1900 (Level - 3)	7
19.	Duftry	5200-20200 + 1800 (Level - 2)	3
20.	Process Server	5200-20200 + 1800 (Level - 2)	3
21.	MTS	4440-7440 + 1650 (Level - 1)	5
22.	Peon	4440-7440 + 1650 (Level - 1)	10
23.	Farrash	4440-7440 + 1650 (Level - 1)	1
24.	Chowkidar	4440-7440 + 1650 (Level - 1)	1
25.	Sweeper	4440-7440 + 1650 (Level - 1)	4

### SCHEDULE - II

#### B - HIGH COURT LEGAL SERVICES COMMITTEE

Sl. No.	Name of Post	Scales of Pay	No. of Post
1.	Secretary	51550-1230-58930-1380-63070	1
2.	UDA	5200-20200 + 2400 (Level - 5)	1
3.	Stenographer Grade - III	5200-20200 + 2000 (Level - 4)	1
4.	LDA/ Office Assistant	5200-20200 + 2000 (Level - 4)	1
5.	Driver	5200-20200 + 1900 (Level - 3)	1
6.	MTS	4440-7440 + 1650 (Level - 1)	2

#### C - DISTRICT LEGAL SERVICES AUTHORITY

Sl. No.	Name of Post	Scales of Pay	No. of Post
1.	Secretary	39550-920-40450-1080-49090-1230-54010	9
2.	Accountant	5200-20200 + 2400 (Level - 5)	9
3.	UDA	5200-20200 + 2400 (Level - 5)	9
4.	LDA/ Office Assistant	5200-20200 + 2000 (Level - 4)	9
5.	Driver	5200-20200 + 1900 (Level - 3)	9
6.	Process Server	5200-20200 + 1800 (Level - 2)	9
7.	MTS	4440-7440 + 1650 (Level - 1)	9
8.	Peon	4440-7440 + 1650 (Level - 1)	9

#### D - SUB-DIVISIONAL/TALUK LEGAL SERVICES COMMITTEE

Sl. No.	Name of Post	Scales of Pay	No. of Post
1.	Secretary	27700-770-33090-920-40450-1080-44770	2
2.	LDA/ Office Assistant	5200-20200 + 2000 (Level - 4)	2
3	Driver	5200-20200 + 1900 (Level - 3)	2
4.	Process Server	5200-20200 + 1800 (Level - 2)	2
5.	MTS	4440-7440 + 1650 (Level - 1)	2

**SCHEDULE-III**  
[Chapter – IV]

**RECRUITMENT RULES ALONG WITH CADRE, POSTS & PAY SCALE OF MASLSA/HCLSC/DLSAs/TLSCs**

Sl. No.	Designation of post(s)	No. of post(s)	Classification	Scale of pay	Whether Selection post or non-selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or promotion or by deputation/ Transfer, grades from which promotion/ deputation/ Transfer to be made	If a DPC exist, what is its composition	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1.	Under Secretary	1	Class-II Grade-I	9300- 34800 + 5400 (Level-12)	Selection	N/A	No	2(two) years	By Promotion	Member Secretary, Addl. Member Secretary, Deputy Member Secretary & any person nominated by Executive Chairman	
2.	Section Officer	3	Class-II Grade-III	9300- 34800 + 4400 (Level-9)	Selection	N/A	No	2(two) years	By Promotion	UDC/UDA/ Accountant	
3.	Accounts Officer	1	Class-II Grade-IV	9300- 34800 + 4300 (Level-8)	Selection	N/A	No	2(two) years	By Promotion/ deputation	UDC/UDA/ Accountant	

**SCHEDULE - III**

Sl. No.	Designation of post(s)	No. of posts)	Classification	Scale of pay	Whether Selection post or non-selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment by promotion/ deputation/ Transfer, grades from which : promotion/ deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ Transfer, grades from which : promotion/ deputation/ Transfer and percentage of the vacancies to be filled by various methods	If a DPC exist, what is its composition
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
4.	Project Officer	2	Class-II Grade-IV	9300- 34800 + 4300 (Level-8)	Selection	Master's Degree in Management/ Social Work/ LLM/ Sociology/ Economics	No	2(two) years	By direct recruitment/ promotion	Project Assistant	-do-
5.	Private Secretary to Executive Chairman (Stenographer Grade-I)	1	Class-II Grade-V	9300- 34800 + 4200 (Level-7)	Selection	i) Must be a graduate from any recognised University.  ii) Must have passed Short Hand examination in English from any recognised Board/Institute of Shorthand and Typewriting.	No	2(two) years	By promotion/ direct recruitment	Personal Assistant	-do-

**SCHEDULE - III**

Sl. No.	Designation of post(s)	No. of post(s)	Classi- fication	Scale of pay	Whether Selection post or non- selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by deputation/ Transfer, grades from which	In case of recruitment by promotion/ deputation/ Transfer to be made	If a DPC exist, what is its composition
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
6.	System Officer	2	Class-II Grade-V	9300- 34800 + 4200 (Level-7)	Selection	i) MCA or B.E./B. Tech. in Computer Science/ IT or Masters Degree in Computer Science/IT, OR ii) B.E./B. Tech. (any branch) with at least 1 year relevant working experience or any Masters Degree with DCA and with at least 1 year relevant working experience, OR iii) BCA or B.Sc. in Computer Science/IT with at least 1 year relevant working experience or any graduate with DCA and with at least 3 years relevant working experience.	No	2(two) years	By promotion/ direct recruitment/ deputation	System Assistant	-do-

**SCHEDULE - III**

Sl. No.	Designation of post(s)	No. of post(s)	Classification	Scale of pay	Whether Selection post or non-selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or promotion or by deputation/ deputation/ transfer, grades from which :	In case of recruitment by promotion/ deputation/ Transfer, Transfer to be made	If a DPC exist, what is its composition
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
7.	Librarian	1	Class-II Grade-V	9300- 34800 + 4200 (Level-7)	N/A	i) Graduate of a recognised University. ii) Degree in Library Science from recognised University/ Institute.	N/A	2(two) years	By direct recruitment	N/A	2(two) Chairperson, DISAs & Member Secretary/Addl./ Deputy Member Secretary
8.	Accountant	11	Class-III Grade-II	5200- 20200 + 2400 (Level-5)	Selection	N/A	No	2(two) years	By promotion/ deputation	LDA/ Office Assistant	Under Rule 14(2)& 15(3)
9.	UDC/UDA	15	Class-III Grade-II	5200- 20200 + 2400 (Level-5)	Selection	N/A	No	2(two) years	By promotion	LDA/ Office Assistant	Member Secretary, Addl. Member Secretary, Deputy Member Secretary & any person nominated by Executive Chairman

**SCHEDULE - III**

Sl. No.	Designation of post(s)	No. of post(s)	Classification	Scale of pay	Whether Selection post or non-selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or promotion	In case of recruitment by promotion/ deputation/ Transfer, grades from which promotion/ deputation/ Transfer to be made	If a DPC exist, what is its composition
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
10.	System Assistant	3	Class-III Grade-II	5200- 20200 + 2400 (Level-5)	Selection	i) MCA or B.E/B. Tech. in Computer Science/ IT or Masters Degree in Computer Science/IT, OR ii) B.E./B. Tech. (any branch) with at least 1 year relevant working experience or any Masters Degree with DCA and with at least 1 year relevant working experience, OR iii)BCA or B.Sc. in Computer Science/IT with at least 1 year relevant working experience or any graduate with DCA and with at least 1 year relevant working experience.	No	2(two) years	By direct recruitment	N/A	2 (two) Chairperson, DLAs & Member Secretary/Addl./ Deputy Member Secretary

**SCHEDULE - III**

Sl. No.	Designation of post(s)	No. of post(s)	Classification	Scale of pay	Whether Selection post or non-selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or promotion or deputation/ transfer, grades from which promotion/deputation/ transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ Transfer, grades from which promotion/deputation/ transfer to be made	If a DPC exist, what is its composition
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
11.	Personal Assistant (Stenographer Grade-II)	1	Class-III Grade-II	5200- 20200 + 2400 (Level-5)	Selection	i) Must be a graduate from any recognised University. Must have passed Short Hand examination in English from any recognised Board/ Institute.	No	2(two) years	By promotion/ direct recruitment	Stenographer Grade-III	Under Rule 14(1) & (2)
12.	Stenographer Grade - III	3	Class-III Grade-III	5200- 20200 + 2000 (Level-4)	N/A	i) Must be a graduate from any recognised University. ii) Must have passed Short Hand examination in English from any recognised Board/ Institute.	No	2(two) years	By direct recruitment	N/A	2 (two) Chairperson, DLSAs & Member Secretary/Addl./ Deputy Member Secretary

**SCHEDULE - III**

Sl. No.	Designation of post(s)	No. of post(s)	Classi-fication	Scale of pay	Whether Selection post or non-selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or promotion or by deputation/ transfer, grades from which promotion/ deputation/ transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ Transfer to be made	If a DPC exist, what is its composition
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
13.	LDA/ Office Assistant	19	Class-III Grade-III	5200- 20200 + 2000 (Level-4)	Selection	i) Must be a graduate from a recognised University or equivalent.  ii) Must have computer certificate (3 months) from a recognised board/institute.	Yes	2(two) years	85% by direct recruitment.	Class-IV employees	2 (two) Chairperson, DLSAs & Member Secretary/Addl./ Deputy Member Secretary
14.	Project Assistant	2	Class-III Grade-III	5200- 20200 + 2000 (Level-4)	N/A	i) Must be a graduate from a recognised University or equivalent. ii) Must have computer certificate (6 months) from a recognised board/institute and well versed in MS Word, MS Excel, PowerPoint, graphics and animation, creative and copy writing and data entry.	N/A	2(two) years	By direct recruitment	N/A	2 (two) Chairperson, DLSAs & Member Secretary/Addl./ Deputy Member Secretary

**SCHEDULE - III**

Sl. No.	Designation of post(s)	No. of post(s)	Classification	Scale of pay	Whether Selection post or non-selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or promotion or by deputation/ transfer, grades from which promotion/ deputation/ Transfer to be made	In case of recruitment by promotion/ deputation/ Transfer, percentage of the vacancies to be filled by various methods	If a DPC exist, what is its composition
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
15.	Driver	19	Class-III Grade-III	5200- 20200 + 1900 (Level-3)	N/A	Matriculation or any equivalent certificate from any recognised Board or Institution in India.	N/A	2(two) years	By direct recruitment	N/A	2(two) Chairperson, DLSAs & Member Secretary/Addl./ Deputy Member Secretary
16.	Duffry	3	Class-IV Grade-IV	5200- 20200 + 1800 (Level-2)	Non-selection	N/A	Yes	2(two) years	By promotion	Class-IV Grade V employees	Member Secretary, Addl. Member Secretary, Deputy Member Secretary & any person nominated by Executive Chairman
17.	Process Server	14	Class-IV Grade-IV	5200- 20200 + 1800 (Level-2)	Non-selection	N/A	Yes	2(two) years	By promotion	Class-IV Grade V employees	-do-

**SCHEDULE - III**

Sl. No.	Designation of post(s)	No. of post(s)	Classification	Scale of pay	Whether Selection post or non- selection post	Educational and other qualifications required for direct recruits	Whether educational qualifications prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or promotion/ deputation/ transfer/ grades from which promotion/ deputation/ Transfer to be made	If a DPC exist, what is its composition	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
18.	MTS	18	Class-IV Grade-V	4440-7440 + 1650 (Level-1)	N/A	Matriculate	N/A	2(two) years	By direct recruitment	N/A	2 (two) Chairperson, DISAs & Member Secretary/Addl./ Deputy Member Secretary
19.	Peon	19	Class-IV Grade-V	4440-7440 + 1650 (Level-1)	N/A	Matriculate	N/A	2(two) years	By direct recruitment	N/A	-do-
20.	Farrash	1	Class-IV Grade-V	4440-7440 + 1650 (Level-1)	N/A	Matriculate	N/A	2(two) years	By direct recruitment	N/A	-do-
21.	Chowkidar	1	Class-IV Grade-V	4440-7440 + 1650 (Level-1)	N/A	Matriculate	N/A	2(two) years	By direct recruitment	N/A	-do-
22.	Sweeper	4	Class-IV Grade-V	4440-7440 + 1650 (Level-1)	N/A	Matriculate	N/A	2(two) years	By direct recruitment	N/A	-do-

**ANNEXURE - II**

**Details of the posts which are proposed to be NEWLY CREATED for the office of MASLSA/HCLSC/DLSAs & TLSCs**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>No. of Post</b>	<b>Pay Scale</b>	<b>Remarks</b>
1.	Secretary, High Court Legal Services Committee	1	51550-1230-58930-1380-63070	For the office of HCLSC
2.	Secretary, District Legal Services Authority	4	39550-920-40450-1080-49090-1230-54010	For the 4 remaining DLSAs
3.	Secretary, Taluk Legal Services Committee	2	27700-770-33090-920-40450-1080-44770	For TLS proposed to be constituted at Moreh & Jiribam
4.	Under Secretary	1	9300-34800 + 5400 (Level -12)	For the office of MASLSA
5.	Section Officer	3	9300-34800 + 4400 (Level - 9)	For the office of MASLSA
6.	Accounts Officer	1	9300-34800 + 4300 (Level - 8)	For the office of MASLSA
7.	Project Officer	2	9300-34800 + 4300 (Level - 8)	For the office of MASLSA
8.	Private Secretary to Executive Chairman	1	9300-34800 + 4200 (Level - 7)	For the office of MASLSA
9.	System Officer	2	9300-34800 + 4200 (Level - 7)	For the office of MASLSA
10.	Librarian	1	9300-34800 + 4200 (Level - 7)	For the office of MASLSA
11.	Accountant	10	5200-20200 + 2400 (Level - 5)	1 post - for the MASLSA office & 9 posts - for the DLSAs
12.	UDA	13	5200-20200 + 2400 (Level - 5)	3 posts - for MASLSA office; 1 post - for HCLSC & 9 posts - for the DLSAs
13.	System Assistant	3	5200-20200 + 2400 (Level - 5)	For the office of MASLSA
14.	Personal Assistant (Stenographer Grade- II)	1	5200-20200 + 2400 (Level - 5)	For the office of MASLSA

**ANNEXURE - II**

**Details of the posts which are proposed to be NEWLY CREATED for the office of MASLSA/HCLSC/DLSAs & TLSCs**

Sl. No.	Name of Post	No. of Post	Pay Scale	Remarks
15.	Stenographer Grade - III	3	5200-20020 + 2000 (Level - 4)	2 post - for MASLSA office & 1 posts - for HCLSC
16.	LDA/ Office Assistant	12	5200-20200 + 2000 (Level - 4)	5 posts - for MASLSA office 1 post - for HCLSC; 4 posts - for the remaining 4 DLSAs & 2 posts - for the 2 TLSC at Jiribam & Moreh
17.	Project Assistant	2	5200-20020 + 2000 (Level - 4)	For the office of MASLSA
18.	Driver	13	5200-20200 + 1900 (Level - 3)	1 post - for MASLSA office 1 post - for HCLSC; 9 posts - for the 9 DLSAs 2 posts - for the 2 TLSC at Jiribam & Moreh
19.	Duftry	3	5200-20200 + 1800 (Level - 2)	For the office of MASLSA
20.	Process Server	14	5200-20200 + 1800 (Level - 2)	3 posts - for MASLSA office 9 posts - for the 9 DLSAs 2 posts - for the 2 TLSC at Jiribam & Moreh
21.	Peon	8	4440-7440 + 1650 (Level - 1)	4 posts - for MASLSA office & 4 posts - for the remaining 4 DLSAs
22.	MTS	18	4440-7440 + 1650 (Level - 1)	5 posts - for MASLSA office 2 posts - for HCLSC 9 posts - for the 9 DLSAs 2 posts - for the 2 TLSC at Jiribam & Moreh
23.	Farrash	1	4440-7440 + 1650 (Level - 1)	For MASLSA office
24.	Chowkidar	1	4440-7440 + 1650 (Level - 1)	For MASLSA office
25.	Sweeper	4	4440-7440 + 1650 (Level - 1)	For MASLSA office
<b>TOTAL</b>				<b>124 (ONE HUNDRED &amp; TWENTY-FOUR) ONLY</b>